Using print ranges

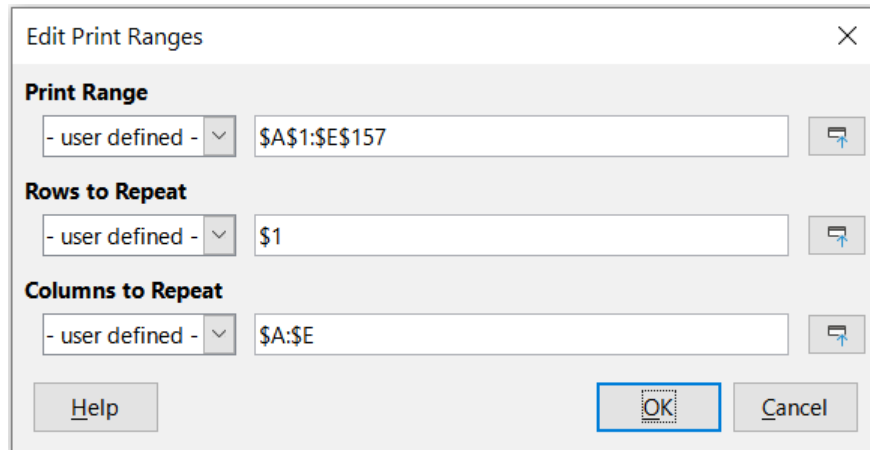*Figure 204: Repeat printing of rows and columns*

1) Go to **Format > Print Ranges > Edit** to open the Edit Print Ranges dialog (Figure 204).

2) In the *Rows to Repeat* box, type the references for the rows to be repeat printed. For example, to repeat rows 1, 2 and 3, type $1:$3. This automatically changes the *Rows to Repeat* drop-down from - *none* - to - *user defined* -.

   You can also place the cursor in the *Rows to Repeat* box and then, using the mouse, select a cell in each row you want to be repeat printed. It is not necessary to select the whole row.

3) In the *Columns to Repeat* box, type the references for the columns to be repeat printed. For example, to repeat column A, type $A. This automatically changes the *Columns to Repeat* drop-down from - *none* - to - *user defined* -.

   You can also place the cursor in the *Columns to Repeat* box and then, using the mouse, select a cell in each column you want to be repeat printed.

4) Click **OK** to save your changes and close the dialog.

Using named print ranges

You can also define named print ranges to use for repeat printing of rows or columns as follows:

1) Define and name the rows and/or columns you want to repeat print. See "Named print ranges" on page 227 for more information. Similar to user defined print ranges, it is sufficient to select one cell from the row or column you want to be repeat printed.

2) Select **Repeat column** and / or **Repeat row** from *Range Options* to define the columns and/or rows for repeat printing in the Define Name dialog (Figure 201 on page 227).

3) Click **Add** to accept the data and close the dialog.

4) Go to **Format > Print Ranges > Edit** to open the Edit Print Ranges dialog (Figure 204).

5) Select the defined and named print ranges from the *Rows to Repeat* and/or *Columns to Repeat* drop-down lists.

6) Click **OK** to save your changes and close the dialog.

Page breaks

While defining a print range can be a powerful tool, you may sometimes need to manually adjust the page breaks to make sure the spreadsheet prints the way you want it to look. You can insert two types of page breaks into a spreadsheet: